

COUNTY OF SACRAMENTO
Department of Regional Parks

Inter-Department Correspondence

Date: January 22, 2015

To: Recreation and Park Commission

From: Department of Regional Parks

Subject: Approve The Proposed Revision To Bylaws For The Dry Creek Parkway
Advisory Committee

Supervisory
District: All

Contact: Liz Bellas, Administrative Services Officer III, 875-5925

Overview

The Dry Creek Parkway Advisory Committee (DCPAC) recently discussed and approved revisions to their bylaws. These bylaws are based on the Recreation and Park Commission bylaws and modified to include the specifics from the committee's duties. The final step in this process is the approval of the Recreation and Park Commission.

Recommendations

Approve the proposed revision to the bylaws for the Dry Creek Parkway Advisory Committee.

Measures/Evaluations

Not applicable.

Fiscal Impact

There will be no fiscal impact to the Department's Budget.

BACKGROUND

The Recreation and Park Commission last approved the bylaws for the Dry Creek Parkway Advisory Committee (DCPAC) on August 28, 2014.

DISCUSSION

At the December 3, 2014 meeting of the DCPAC, the bylaws were reviewed and changes were made to allow for alternates from the represented organizations to attend the meetings and vote in the place of the regular representative, as needed. All proposed changes to the bylaws are highlighted in yellow on the attachment.

MEASURES/EVALUATIONS

Not applicable.

FINANCIAL ANALYSIS

There is no fiscal impact to the County General Fund from this action.

CONCLUSION

Regional Parks respectfully requests that the Recreation and Park Commission approve the proposed revisions to the DCPAC bylaws.

Attachment:

A: Dry Creek Parkway Advisory Committee Bylaws—Revised December, 2014

BYLAWS OF DRY CREEK PARKWAY ADVISORY COMMITTEE
ARTICLE I

PURPOSE

1. The Committee shall have and exercise the following powers:

a. Act in an advisory capacity to the Sacramento County Recreation and Park Commission and the Director of Regional Parks in promoting, aiding and encouraging public recreation in the Dry Creek Parkway and at Gibson Ranch, including the development of recreation and park facilities; and preserve, protect, enhance, and interpret the natural and cultural resources of the Dry Creek Parkway.

b. Act in an advisory capacity to the Director of Regional Parks in the maintenance, development and operation of all recreation areas and facilities special and otherwise in the Dry Creek Parkway and at Gibson Ranch.

c. Establish general rules of procedure to administer meetings and carry out the purpose of the Committee; propose bylaws, rules and regulations as the Committee may deem appropriate to facilitate the carrying out of a recreation and park system on the Dry Creek Parkway and at Gibson Ranch. Said bylaws, rules and regulations shall be submitted to the Director of the Department of Regional Parks and the Recreation & Park Commission for approval.

d. Study and make recommendations on the acquisition and development of recreation areas and facilities of significance to the Dry Creek Parkway and Gibson Ranch.

e. Advise the Director of the Department of Regional Parks and the Recreation & Parks Commission regarding implementation of the Dry Creek Parkway Master Plan. Promote public outreach and foster public and private involvement with respect to recreation and park programs in the Dry Creek Parkway and at Gibson Ranch.

f. Make recommendations to the Recreation and Park Commission and the Director of Regional Parks on derivations from, alterations to, or additions to the Master Plan for the Dry Creek Parkway.

g. Make recommendations on a schedule of priorities for acquisition and development in accordance with the Master Plan.

h. Consult with the Director of Regional Parks on methods of financing a parks and recreation program for the Dry Creek Parkway and Gibson Ranch, and make recommendations thereon. Assist with seeking and securing alternative funding mechanisms for maintenance, operations and improvement projects.

i. Recommend a time schedule for acquisition and development of park and recreation facilities within the Dry Creek Parkway and at Gibson Ranch, consistent with the Dry Creek Parkway Master Plan.

j. Coordinate closely with the Cherry Island Golf Course to ensure consistency between golf course and Parkway objectives.

k. Administer and coordinate volunteer projects as approved and supervised by the Department of Regional Parks.

ARTICLE II

OFFICERS & COMMITTEE MEMBERS

1. Officers of the Dry Creek Parkway Advisory Committee shall consist of a Chairperson and a Vice Chairperson, who shall be elected annually at the first regular meeting of February each year, and who shall serve until their successors are elected and qualify, provided that no member shall serve as Chairperson for more than two consecutive years, and thereafter shall not be eligible for election as Chairperson until one year has elapsed from his last term of office as Chairperson.

2. A staff person from the Sacramento County Department of Regional Parks shall attend meetings of the Committee and shall serve as Secretary to the Committee.

3. The Chairperson shall preside at all regular and special meetings. The Chairperson shall preserve order and decorum and shall decide all questions of order not otherwise provided for in these rules at the meetings. The Chairperson shall be entitled to make or second any motion, discuss and present any matter as a member of the Committee without having to step down from the Chairperson. The Vice-Chairperson shall assume and perform all duties of the Chairperson in the latter's absence from any meeting.

4. The Dry Creek Parkway Advisory Committee shall consist of representatives and alternates from the following organizations:

1. Rio Linda Elverta Park District
2. Gibson Ranch Horse Boarder Association
3. Sacramento Valley Equestrian Patrol
4. Sacramento Area City/County Bicycle Advisory Committee
5. Rio Linda Elverta Historical Society
6. CA Youth Soccer Association, District 6
7. Dry Creek Conservancy
8. Sacramento Valley Conservancy
9. Rio Linda/Elverta Chamber of Commerce
10. North Sacramento Chamber of Commerce
11. District 4, County Board of Supervisors Member-at-Large

The Sacramento County Department of Regional Parks shall contact each organization every two years to confirm the appointment of their representative and alternates; however each organization may elect to change their representative at any time, and such change will be in effect after the organization notifies in writing the Sacramento County Department of Regional Parks.

If a regular member is unable to attend a meeting, they shall contact their approved alternate to attend in their absence. The alternate representative shall have full voting privileges.

If the regular and alternate members are both in attendance at a meeting, the alternate representative shall be considered a member of the public, and shall not vote nor participate in the discussion as a member of the committee.

Members/Alternates may only represent one organization.

ARTICLE III

MEETINGS AND PROCEDURES

1. All meetings of the Dry Creek Parkway Advisory Committee shall be open to the public, and are subject to the provisions of the Brown Act. Committee members and alternates shall take ethics training.

2. Regular meetings shall be held every other month at a regularly appointed time. The regular meeting time may be changed by a majority vote of the members at least seven calendar days prior to the next regularly scheduled meeting, and notice of such change shall be given to at least one newspaper of general circulation and any other news media deemed appropriate.

3. Special meetings of the Dry Creek Parkway Advisory Committee shall be held at the call of the Chairperson or by a majority vote. Notice of such special meetings and the purpose thereof shall be given to all members of the Committee and posted a minimum of seventy-two (72) hours in advance.

4. A quorum shall consist of a majority of the currently filled seats of the Dry Creek Parkway Advisory Committee. No action of the Committee shall be taken unless a quorum thereof is present.

a. In any action proposed by the Chairperson, unanimous consent thereto shall have the effect of a motion duly carried out without the necessity of a vote.

b. A tie vote shall be deemed a vote of denial.

c. Under no circumstance shall any member **or alternate** take any action or make any statements committing the committee as a whole unless given the authority to do so by a vote of the committee.

d. No action or recommendation of the Committee shall be valid unless a simple majority of those present concurs therein.

5. Any member of the Dry Creek Parkway Advisory Committee who fails to attend three (3) consecutive meetings or one-half of any regularly scheduled meetings in a twelve month period unless excused by the committee, shall cease to be a member of the committee. In such case, the Chairperson shall direct the Secretary to notify the committee member in question and to notify the committee member's representative organization that a vacancy exists.

6. Order of Business:

a. Call to order

b. Roll Call and Introductions

c. Role of the Committee and Description of Meeting Procedures

d. Review and Approve Prior Meeting Minutes

e. Information Items – Oral

f. Staff Comments

g. Information Items – Written

h. Future Agenda Items

i. Public Comment

Items on the agenda can be heard in any order, unless it is a timed item. The Committee may take action on any item listed on the agenda.

7. All members of the committee and the Secretary shall receive a copy of all minutes and reports. One additional copy of the minutes and reports shall remain in the Secretary's books.

8. Agendas for the Dry Creek Parkway Advisory Committee are prepared by the Secretary in conjunction with the Chairperson. Items for inclusion on the agenda can be submitted to either the Chairperson or Secretary.

ARTICLE IV

SUBCOMMITTEES

1. The Chairperson may create standing or special subcommittees, define their powers and duties and appoint the members thereof, with the approval of the Dry Creek Parkway Advisory Committee. Subcommittees may only include a minority number of Committee members.

ARTICLE V

RECOMMENDATIONS

1. All recommendations of the Dry Creek Parkway Advisory Committee to the Recreation and Park Commission shall first be submitted to the Director of the Sacramento County Department of Regional Parks acting in his/her official capacity as ex-officio of the committee. His/Her approval shall accompany any such recommendations to the Recreation and Park Commission.

ARTICLE VI

AMENDMENTS

1. These bylaws may be adopted, amended or repealed at any regular or special meeting of the Committee by the affirmative vote by a majority of the committee members. However, changes are not in effect until said bylaws, rules and regulations are approved by the Director of the Department of Regional Parks and the Recreation & Park Commission.

Any item deemed not covered under these bylaws shall be covered under Robert's Rules of Order.